



# Replacement Certificate

There is a charge of £20 per certificate. Replacement certificates can **only** be issued under certain circumstances. **Please read the guidance notes overleaf first** before filling out and returning this form. **Conforming to UK data protection legislation, a certificate request must come from the award holder only.**

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## SECTION 1: Your Details

Full Name: \_\_\_\_\_

Name as Enrolled: \_\_\_\_\_ (if different from above)

Date of Birth:                    /        /        (dd/mm/yyyy)                    Student ID: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Course: \_\_\_\_\_ Classification: \_\_\_\_\_

Full Title of Award: \_\_\_\_\_ Year of Award: \_\_\_\_\_

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## SECTION 2: Your Previous Certificate – please select from these options:

- ☐ *I have lost my original certificate and am requesting a replacement. I agree that I will return either the replacement or the original certificate to the University if my original is subsequently located.*
- ☐ *I enclose my damaged certificate for which I am requesting a replacement.*

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## SECTION 3: Award Holder's Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Returning this Form

Once you have completed and signed this form please return it as follows:

**By email:** Scan and return to [certificates@bcu.ac.uk](mailto:certificates@bcu.ac.uk)

**By post:** Registry Services (Certificates), Academic Services, Birmingham City University, The Joseph Priestley Building, 6 Cardigan Street, Birmingham, B4 7BD

*We will aim to approve your application and contact you to make your payment within 10 working days.*

*Once you have paid we aim to process your request within 10 working days. Once posted, please allow 5 working days for it to reach a UK address and 28 working days for addresses outside the UK.*

# Guidelines for Applying for a Replacement Certificate

Please read these guidelines before filling in the application form for a replacement certificate as we can only issue certificates in certain circumstances, and errors or omissions may delay your request.

1. The certificate issued by the University is proof of conferment of an award. It is a unique and important document which should be retained by its recipient. Replacements, while having precisely the same standing as originals, are produced in the format currently in use. The University's change of name in 2007 means that all certificates previously issued under the name of University of Central England in Birmingham or certificates issued under the name of Birmingham Polytechnic will bear the name "Birmingham City University".
2. The University allows **one certificate per award** to be in circulation at any one time. Replacements can only be issued in the case of lost or damaged originals. The applicant for a replacement **must either** provide the University with the damaged original certificate **or** complete the declaration below agreeing that, where the original has been lost, should it subsequently be found, either it or the replacement will be returned to the University.
3. The current fee for a replacement certificate is **£20**. Payment can be made via debit or credit card. Before you can make a payment we first need to check and approve your application. We will then contact you with a **unique payment reference number** to enable you to make the payment. If you provide an email address we will use this to **contact you within 10 working days** of submitting your application, although this may take longer during busier times.
4. Certificates cannot be issued to students holding **University debts**. On receiving this form, we will check and notify you if our records show that a debt exists. If so, this request will be closed and you will be required to submit a new application once the debt has been cleared.

## Filling out the Form

- Complete the form legibly and accurately. Where possible, please **complete the form electronically** before printing it off to sign it.
- Include an **email address** as we will use this to contact you in case of a query.
- Please remember that your **signature** as the award holder is required.
- For the fastest response, **scan and email your signed form** back to us at [certificates@bcu.ac.uk](mailto:certificates@bcu.ac.uk). If sending a damaged original a postal address is provided.

## Receiving your Certificate

Following receipt of payment, we will aim to issue your certificate within **10 working days**. We will send to UK addresses using first class mail and to overseas addresses via Airmail. Please allow an additional 3 days (UK) and up to 28 days (Overseas) for your certificate to arrive.

**Addresses in China, Japan and other Far East countries:** to help ensure that your certificate arrives safely and in good time, please complete the address field separately in both English and as you would write it at home. We will then attach both versions to the envelope before sending it to you.